

Governor's Office of Economic Development



Director, Procurement Outreach Program **Location: Las Vegas**

Provide overall direction for the Nevada Procurement Outreach Program (POP), including but not limited to supervision of POP staff, POP budget management, POP alignment with Nevada Governor's Office of Economic Development plan, and POP record-keeping and compliance reporting.

Train, direct and supervise the POP staff in the accomplishment of the following activities:

- Locate Nevada business firms ("clients") that have goods and services sought by DoD, state and local government entities as appropriate.
- Provide training and procurement counseling designed to strengthen the client's ability to successfully compete for and perform government contracts.
- Help identify current federal, state and local government procurement opportunities for program clients.
- Call on federal, state and local procurement offices and their prime contractors in the western states as an advocate for Nevada businesses.
- Attend and sponsor technical conferences, procurement fairs and small business marketing seminars in western states to advocate for Nevada businesses.
- Place special emphasis on identification and assistance to business firms located in Historically Underutilized Business (HUB) zones, Disadvantaged Business Enterprises, Women-owned Businesses and Service-Disabled Veteran Owned Businesses.

Facilitate and conduct seminars and workshops to benefit Nevada businesses in their quest for federal, state and local government entity contracts.

Increase the visibility and effectiveness of the program by communicating with other state agencies; development authorities; and business, civic, local and rural community organizations.

Ensure compliance with program requirements as specified by Section III of the Cooperative Agreement, as well as alignment with the goals of the Nevada Governor's Office of Economic Development state plan.

Actively participate in membership, conference and training opportunities offered through the national Association of Procurement Technical Assistance Centers (APTAC) and the Department of Defense Western Regional Council (DODWRC).

Other duties as required.

Requirements

- Diploma from accredited institution of higher education or equivalent experience (mandatory)
- Experience managing and/or supervising activities of 4-6 people (preferred)
- Experience in Procurement Outreach Program (preferred)

Supervisor

- Regional director, GOED -- direct

Salary

- \$70,000-80,000 annually. This is a full time/non-classified position. The state of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Kristen Anderson, 808 West Nye Lane, Carson City, Nevada 89701 or via email at kjanderson@diversifynevada.com. **Please no phone calls.**